# DEC STD 005-5 Manufacturing Product Safety Policy and Procedure for Pre-Investigation of Alleged Product Safety Incidents

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**ABSTRACT:** This document establishes policy for Plant Product Safety Coordinators to conduct pre-investigation of all alleged product safety incidents per DEC STD 132-0 Digital Services Safety and Liability Policy and Procedures.

**APPLICABILITY:** This standard applies to manufacturing plants where the Plant Product Safety Coordinator interfaces between manufacturing employees and Digital Services Safety and Liability.

**STATUS:** APPROVED 31-July-1991; use VTX SMC for current status.

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APPROVAL: This document has been reviewed and recommended for approval by the document owner and the General Review group for its category. Rev B2 incorporates clerical changes only.

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# 1 INTRODUCTION

## 1.1 POLICY

It is the policy of Digital Equipment Corporation to have Local Product Safety Representatives located as close to Digital's products as reasonably possible to efficiently handle and report all alleged product safety incidents in a professional and timely manner.

## 1.2 PURPOSE

The purpose of this standard is to establish the policies and procedures that Plant Product Safety Coordinators will use to handle and report all alleged product safety incidents to Digital Services Safety and Liability in a consistent and timely manner.

## 1.3 SCOPE

This standard applies to all Digital manufacturing facilities.

## 1.4 RESPONSIBILITIES

### 1.4.1 Manufacturing Employees

Digital employees are responsible for reporting all alleged product safety incidents in accordance with the requirements of their plant incident reporting procedure.

Digital employees are also responsible for taking immediate action and notifying plant medical personnel, plant security, plant safety (occupational), and plant product safety in accordance with the requirements of their plant emergency procedure.

Managers and supervisors in manufacturing should obtain copies of their plant incident reporting procedures and plant emergency procedure and review these documents with their employees.

### 1.4.2 Manufacturing Product Safety and Regulations (SAR)

The SAR representative is responsible for ensuring each plant manager maintains a Plant Product Safety Coordinator (PPSC) job position and provides the PPSC with the training, awareness, and resources to initiate and conduct pre-investigation as defined in heading 2 of DEC STD 132-0 *Digital Services Safety and Liability Policies and Procedures*.

### 1.4.3 Plant Product Safety Coordinators (PPSC)

PPSCs are responsible for handling and maintaining a record of all alleged product safety incidents reported in their plants. PPSCs are responsible for initiating and conducting pre-investigation of all alleged product safety incidents as defined in DEC STD 132-0. PPSCs should interface with plant safety to ensure appropriate involvement in the plant emergency procedure. The PPSCs must ensure that their plant incident reporting procedure is distributed to all plant employees.

### 1.4.4 Digital Services Safety and Liability (DSS&L)

DSS&L will support the Local Product Safety Representative to the extent required to complete the pre-investigation. Upon receiving the pre-investigation report, DSS&L will conduct an investigation of the alleged product safety incident according to heading 3 of DEC STD 132-0.

## 2 POLICIES

### 2.1 CASE REPORTING

Digital employees will immediately report all cases involving personal injury; non compliance with safety standards, product damage, safety related quality, reliability, and/or process defects to the PPSC or the designated alternate in their absence.

### 2.2 INCIDENT PRE-INVESTIGATION

The PPSC will initiate and conduct pre-investigation as defined in DEC STD 132-0, heading 2, for all cases that constitute an alleged product safety incident.

### 2.3 PRE-INVESTIGATION EQUIPMENT AND TOOLS

The PPSC must own or have immediate priority access to the following equipment/tools needed to conduct pre-investigation.

a. DEC STD 132-0 *Digital Services Safety and Liability Policies and Procedures*, heading 2

b. Instant camera, with fresh film and batteries, and the required camera pass

c. Property passbook

d. Barricade tape (CAUTION - DO NOT ENTER) or an equivalent method to secure the area/equipment

e. Angle finder/level and push-pull force gauge or equivalent tools to conduct stability tests

f. Sharp edge tester to determine sharp edges per UL Standard 1439

   The sharp edge tester may be obtained from Technical Engineering Service, Kings Park, NY; Model No. SET-50 (estimated cost $80.00)

g. Receptacle/ground fault interruption (GFI) tester to verify ground continuity and neutral polarity in branch receptacles

### 2.4 RESOURCE PROVISION

Manufacturing employees, including plant management, must provide plant resources, on a priority basis, to the PPSC. The PPSC will direct isolating equipment/locations involved in all alleged product safety incidents, scheduling interviews, and other requirements deemed necessary to complete pre-investigation as defined in DEC STD 132-0.

## 3 DEFINITIONS

**Alleged Product Safety Incident** - Any report or actual witnessing of an event or situation that may have been caused by a part or product manufactured, sold, or serviced by Digital Equipment Corporation that resulted in damage to it or other equipment, property, or injury to a person.

**Potential Product Safety Incident** - The presence of any defect in workmanship, materials, or design in a part or product manufactured, sold, or serviced by Digital Equipment Corporation that could result in damage to it or other equipment, property, or injury to a person.

## 4 PROPRIETARY INFORMATION

In accordance with Corporate Security Standard 10.1 and CSSE Data Classification Policy, DSS&L has implemented the following procedures for handling proprietary information.

Most of the information distributed from DSS&L has been classified as "Digital Confidential". The following policy applies to that information.

### 4.1 DIGITAL CONFIDENTIAL

Digital confidential is information that is so sensitive that if it should be disclosed, it could cause serious damage to the company. This information has limited distribution, based upon the "need to know", and requires a high degree of protection.

- Digital proprietary information must not be left unattended for two or more hours, and it must be locked up at night. For periods less than two hours, proprietary information may be left in the care of a coworker or at a workstation if he/she is able to observe the workstation and agrees to accept responsibility. An office with a locked door may serve as a substitute for having a workstation watched.
- DSS&L information labeled "Digital Confidential" cannot be duplicated or put onto slides.
- To make a copy, you must request permission from DSS&L and obtain a log number.
- When mailing, you must use double envelopes; one inside the other. The inner envelope must be marked "To be Opened by Addressee Only" and "Digital Confidential". The outer envelope should only be marked with the addressee's name and mailstop/address.
- Information must be disposed of in a container labeled "PROPRIETARY WASTE". Proprietary waste means all documents labeled "Digital Internal Use Only", "Digital Confidential", "Digital Restricted Distribution" or "Digital Personal".

All pre-investigations that use the Electric Green Form are to be sent via the Enet and should be marked:

**DIGITAL CONFIDENTIAL - DO NOT COPY**

## 4.2 ADDITIONAL INFORMATION

If additional information regarding a specific case is required, contact DSS&L, and the appropriate Product Safety Engineer will draft a response. This response will then be sent to the requester after approval by DSS&L and the Corporate Law Department. The PPSC will be responsible for extracting the information and putting together a response for the customer. This response is to be reviewed by a Law Department representative and approved before it can be sent to the customer.

**NOTE**

**Plant Product Safety Coordinators are responsible for the security and disposition of any information that is distributed from Digital Services Safety and Liability.**

# APPENDIX A REFERENCED DOCUMENTS

## A.1 EL-Class Digital Documents

| EL-Class Number | Document Title |
|---|---|
| EL-00132-00 | *DEC STD 132-0 Digital Services Safety and Liability Policies and Procedures* |

Use VTX SMC to order copies of EL-class documents from Standards and Methods Control. Send distribution questions to JOKUR::SMC or call DTN: 234-4423.

## A.2 Other Digital Documents

| Document Number | Document Title |
|---|---|
| | *Corporate Security Standard 10.1 Proprietary Information Protection Policies* |
| | *CSSE Data Classification Policy* |

These documents are available in:

*Personnel Policies and Procedures Manual*, Section 8.03

and from

Customer Services Systems Engineering (CSSE).

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